

Wisconsin Department of Safety and Professional Services

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FUNERAL DIRECTORS EXAMING BOARD

APPRENTICE SEMI-ANNUAL REPORT

This report must be completed and returned to the Funeral Directors Examining Board twice a year. Both the Apprentice and Funeral Director must sign the report. It must include the number of hours the Apprentice has been employed at the Establishment and the number of embalmings and funeral services the Apprentice has assisted in. **Failure to complete and return this Form (#395) on each reporting period, could result in termination of the Apprenticeship.**

Reporting Period From: January 1,

To: June 30,

Reporting Period From: July 1,

To: December 31,

1. If you attended a Mortuary school, provide the exact dates of attendance:

From: / / To: / /

2. Did you work as an Apprentice during a winter break from Mortuary school?

☐ Yes ☐ No If yes, provide exact dates:

From: / / To: / /

3. Did you work as an Apprentice during the summer while not attending summer school?

☐ Yes ☐ No If yes, provide exact dates:

From: / / To: / /

4. Have you worked as an Intern during any period not listed in questions 1-3 listed above?

☐ Yes ☐ No If yes, you may receive apprenticeship credit for a completed internship. Provide exact dates:

From: / / To: / /

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total Number of Hours Employed												
Number of Assisted Embalmings												
Number of Funeral Services Assisted												

Under the penalties of perjury, I certify that the above data is correct to the best of my knowledge and belief.	
Apprentice Name <input type="text"/>	Apprentice Certificate Number <input type="text"/>
Apprentice Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Funeral Director Name <input type="text"/>	Funeral Establishment Name <input type="text"/>
Funeral Director Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>